



St Marylebone  
*Parish Church*

## A Guide to Advent & Christmas Carol Services 2020



[www.stmarylebone.org](http://www.stmarylebone.org)

02079357315



## **Welcome to St Marylebone Parish Church!**

We are delighted you are considering holding a Carol Service at St. Marylebone Parish Church. This leaflet will help you decide what might be best for you.

### **Date & Time**

Finding a date is crucial. Carol services will usually take place between Advent Sunday and the third Sunday of December, give or take a day or two. As most people want a service on a Monday, Tuesday, Wednesday or Thursday there is huge pressure on the most popular dates. Looking ahead - sometimes two or three years - is essential.

### **How do I make an enquiry?**

In the first instance, please make an appointment through the Parish Office ([parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org)/ 02079357315) with the Rector's PA & Parish Administrator.

An initial meeting usually takes place with the Rector to discuss your requirements and what St Marylebone can offer. You will also be shown a range of Orders of Services from previous Carol Services at St Marylebone.

### **What happens next?**

Once a date and a time has been agreed for the Carol Service, a deposit invoice will be sent out. For some charities and institutions a Purchase order has to be set up first.

The deposit is non-refundable but will secure your date and time in the calendar. The balance has to be paid at least one month before the date of the Carol Service.



## Preparatory Meetings and Conversation

You will meet several times with the Rector or other members of the team at St Marylebone. The main meeting at which content and readers/performers will be discussed usually takes place in September.

## What does a 'typical' Christmas Carol Service look like?

There is, of course, no such thing as a 'typical' Carol service. Every charity and institution is unique and every service will be individually tailored to your requirements. However, there is a basic outline:

1. Music before the service
2. Entry Carol (*usually* Once in Royal David's City, *first verse Soprano Solo*) then everyone joins in
3. Welcome by the Rector (approx. 2 minutes)
4. Choir Christmas Anthem/Song
5. Reading 1
6. Carol
7. Reading 2 or Song
8. Choir Christmas Anthem/Song
9. Reading 3
10. Carol
11. Short Presentation about the Charity or a short film about the work of the charity or an additional Song, Performance or Reading – or at 5. or 13.
12. Choir Christmas Anthem/Song
13. Reading 4
14. Carol
15. A Prayer and a Blessing by the Rector (approx. 2 minutes)
16. Exit Voluntary

A Reception usually follows the service.

*One of the Readings **must** be a telling of the Christmas Story from Holy Scripture. Several alternatives will be provided.*

## Music

St Marylebone is renowned for its music. The parish church retains a professional choir and three professional organists. Indeed, this is one of the reasons why so many charities and institutions choose to come to St Marylebone.

The Rector will discuss options for music before and after the service and will suggest music for the choir to sing. The congregational carols which will be sung by everyone will also be discussed.

Additional choirs may only be invited at the Rector's discretion. In all instances please make sure to ask before inviting.

Additional singers and musicians, including harpists, string quartets, brass ensembles) can be requested at an additional cost.



## **Performers**

Many charities and institutions are supported by well-know TV or film celebrities. Three or four guest stars are usually sufficient. St Marylebone can also help suggest readings or music to be sung. Singers should perform live and not use a backing track.

## **Orders of Service**

You will be required to send copies of the order of service well in advance for proof reading and correcting – before going into print. St Marylebone will provide the text for hymns along with copy relating to the parish church, its musicians and singers.

## **Reception**

Wine and mince pies have become a popular way of rounding off a Carol Service at St Marylebone. You may cater for this yourselves or you can use our preferred caterer.

Some charities and institutions like to hold a VIP/Trustees Reception in addition to a general reception. This can also be accommodated.

## **Parking**

There is very limited parking at the parish church, but some parking may be available if pre-booked well in advance. Charities and institutions may use the slip road immediately in front of the parish church to drop off and pick up, but not to park.

## **Seating Capacity**

St Marylebone is a very large parish church and we can comfortably accommodate 850 people. The ground floor, which is fully accessible, can seat 480. The remaining seats are split between two levels of galleries which are not accessible to visitors with special mobility requirements.

## **Stewarding and Housekeeping**

Hirers should supply a team of stewards (minimum: ground floor x 4, 1st floor gallery x 2, upper gallery x 2) to steward and to help clear up after their event.

You can arrange for your deliveries to arrive at the parish church on the day of your event within a 2-hour slot, agreed with our Buildings' Team. If deliveries are arriving at any other time that day, a member of your team must be at the parish church to receive the delivery.

Items, including all your rubbish, can be stored in the locked vestibule overnight following your event, but everything, including rubbish, must be collected between 9.30 - 10.30 am the following morning. You must supply your own rubbish bags.

## **Disabled Access**

The ground floor and the Crypt (Basement) are fully accessible. There is a ramp from pavement to entrance level. We can seat 8 wheelchair users and their accompaniers at the front of the parish church unless a stage is used when there is more restricted access for wheelchair users.

There is an excellent sound system and this has a dedicated hearing loop facility.

## **Equipment belonging to Charities and Institutions**

Any electrical equipment must have a valid PAT certificate before it can be used in the parish church.

Our Buildings' Manager must be consulted before any banners are positioned. All banner must be secure and not pose a trip or fire hazard.

## **Decoration**

The parish church is decorated throughout Advent with hanging garlands, large Christmas trees and other seasonal decoration. All of the garlands are lit.

## **Parish Church Equipment**

The parish church has two large projection screens and two high definition projectors. These are available for hire. If you do request our screens you must provide a laptop and someone to operate it. You will be required to speak with a member of our Buildings' Team to arrange a meeting at least 2 weeks in advance of your carol service for instructions to be given for screens, sound system and projector if you are using them.

## **Recording**

If you record or broadcast your service, additional fees will apply.

There is no increase in the fee if traditional photography is used.

## **Rehearsal**

The parish church will usually be available to the charity or institution from 4 pm on the day of the Carol Service.

The parish church's musicians will rehearse for 45 minutes one hour before start time and the charity's/institution's guest performers will have to be timetabled around this.



## How much will it cost?

Cost will depend on your requirements and we will discuss what you need and agree a sum to be invoiced.

Deposit invoices should be paid on booking, balance invoices should be paid in full at least **four weeks** before your Carol Service.

Payment can be made in one of two ways:

By a single cheque made payable to: “*St Marylebone Parish Church*” and sent to:

The Finance Officer,  
St Marylebone Parish Church,  
17 Marylebone Road,  
London, NW1 5LT.

Payment can be made electronically by using the following details:

<b>Account Name:</b>	<b>St Marylebone Parish Church</b>
<b>Sort Code:</b>	<b>20-03-79</b>
<b>Account No.:</b>	<b>50808210</b>
<b>IBAN</b>	<b>GB16BUKB20037950808210</b>
<b>SWIFTBIC</b>	<b>BUKGBG22</b>

The cost of your Carol Service will include:

Heating, Lighting, Decorations, Cleaning, Verger, Church Buildings’ Team; Discussions in preparation for your event; Full Choir, Director of Music and Organist, Organ.

Additional charges will be made for additional room hire, recording or broadcast, catering (if required), extra musicians or singers, parking.



## **Conditions of Hire, Risk Assessments, Safeguarding**

Your charity or institution will need to complete our Conditions of Hire documentation as part of your booking process. You will also have to complete your own Risk Assessment and return this to us before the event. This will be done via our Buildings' Manager.

## **Communication and Management of the Event**

We hope that this brochure will help you to answer many of your questions but, as time draws near to your carol service, there are often other questions that arise. In this event please direct all your questions to the parish office, email address: [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org)

## **Readings**

At least one reading of the Christmas story must be included in every Carol service. You may choose from the Gospels of St Matthew or St Luke:

Matthew 1.18-23, The birth of Emmanuel

Luke 2.1-7, The birth of Jesus

Luke 2.8-16, The Shepherds visit the manger

Matthew 2.1-11, The Wise Men are led by the star to Bethlehem

It is recommended that the readings are read from the King James Version or the New Revised Standard Version of the Bible.

## **Music**

Music will be a vital component of your Carol service. These lists are not meant to be exhaustive – just a few suggestions . . .

## **Carols**

Singing carols is a great way for the whole congregation to come together - to play a part in helping you to raise money for your charity or

institution. Here are some congregational carols to choose from.

Traditionally, the service always starts with Once in Royal David's City and ends with either Hark! The herald angels sing! or O Come all ye faithful! Additional carols could include:

Silent night, holy night  
Joy to the world  
While shepherds watched  
Calypso Carol (See him lying in a bed of straw)  
It came up on a midnight clear  
Once in Royal David's city  
In Dulci Jubilo  
Angels from the realms of Glory  
God rest ye merry gentlemen  
The first Nowell  
The holly and the ivy  
Good King Wenceslas looked out  
Ding Dong! Merrily on high  
O Come, O Come Emmanuel  
We three Kings  
What child is this?

### **Choir Items**

The famous professional choir of St Marylebone will sing three pieces during your Carol Service. Here are some to choose from:

The Lamb, John Tavener  
Three Kings, Peter Cornelius  
Sans Day Carol, Traditional Cornish  
Suo Gân, Traditional Welsh  
Follow that Satr! Peter Gritton  
Hodie, Christus natus est, Sweelinck  
No small wonder, Paul Edwards or Poulenc

Stille Nacht, Franz Gruber  
There is a flower, John Rutter  
Shepherd's Pipe Carol, John Rutter  
O Magnus Mysterium, J L de Victoria or Poulenc or Lauridsen  
In the bleak midwinter, P Meallor  
Sussex carol, Traditional English  
What sweeter music, John Rutter  
Of the Father's heart begotten, Traditional  
There is no rose, Benjamin Britten or  
Tomorrow shall be my dancing day, John Gardner  
Bogoroditse Dyevo, Sergei Rachmaninoff  
The Coventry Carol, Traditional English  
Bethlehem Down, Peter Worlock  
A spotless Rose, Herbert Howells  
In dulci jubilo, Traditional German arr. Pearson  
For unto us a child is born, G F Handel  
And the Glory of the Lord, G F Handel  
Wolcom, Yole, Benjamin Britten  
Star Carol, John Rutter  
Gloria in excelsis, Antonio Vivaldi  
There is no rose, Phillip Cooke  
Nativity Carol, John Rutter  
Personent Hodie, Gustav Holst  
This day Christ was born, William Byrd  
Schlafe mein Liebster, J S Bach  
Joys Seven, English Traditional arr. Stephen Cleobury  
A great and might wonder, Michael Praetorius  
This is the truth, R Vaughan Williams  
Virga Jesse, A Bruckner  
Sir Christemas, William Matthias  
Rise up shepherd!, Grayston Ives  
Ding dong! Merrily, Charles Wood  
Myn Lyking, R R Terry  
The shepherds' farewell, Hector Berlioz

In the bleak midwinter, Harold Darke  
The Crown of Roses, P I Tchaikovsky  
Out of your sleep, Rodney Bennet  
A babe is born, William Matthias  
Adam Lay ybounden, Archer or Warlock or Ord or Baigent or Grahl  
A tender shoot, Goldsmidt  
There is no rose, Rathbone  
The Angel Gabriel, Higgins  
Rocking Carol, Higginbottom  
A cradle song, R Panufnik  
Ave Maria, A Bruckner  
Hymm to the Virgin, Benjamin Britten  
Quem vidistis, pastores? Richard Dering,  
O leave your sheep, Leighton,  
Videntes stellam, Lassus or Francis Poulenc

### **Music before the Carol Service begins**

*There will be approximately 15 minutes of seasonal organ music before the service whilst people gather in the parish church. Here are some examples:*

In dulci jubilo, D Buxtehude  
In dulci jubilo, J S Bach  
Wachet auf, J S Bach  
Es is ein Ros, J Brahms  
Desseins Eternels, Olivier Messiaen  
Puer nobis nascitur, J F Dandrieu  
A Cei-ci Le Moitre De To L'univar, Claude Balbastre  
Fantasie in E flat, Camille Saint Saenz  
Trio Sonata no 1 in E flat maj, J S Bach  
Von Himmel hoch, J S Bach



## Music at the end of the Carol Service

A big memorable piece of music will round off the Carol Service as people leave or stay for refreshments. Here are some suggestions:

Bach J S - Prelude and Fugue in C

Prelude and Fugue in G major, J S Bach

Toccatina in G *from* 12 Pieces for Organ, T Dubois

Mendelssohn - Wedding March

Finale, from Symphony No. 1, L Vierne

Toccatina, C M Widor

La Rejouissance, G F Handel

Arrival of the Queen of Sheba, G F Handel

Nun ruhen alle Wälder, Van Oortmerssen

Marche Pontificale, C M Widor

Final *from* Symphony No 6, C M Widor

Mohrentanz, Tielman Susato

*Many pieces of music are available on YouTube. It helps to listen to several versions as there are many poor recordings uploaded to social media and media sharing sites.*

*The Rector and Churchwardens look forward to welcoming you to St Marylebone*







S<sup>t</sup>Marylebone  
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